

“THE PAUL MEMORIAL LIBRARY”

TRUSTEES MEETING MINUTES

Tuesday October 31, 2006

Call to order – On October 31, 2006, at about 6:35 p.m. at the library, Trustees Larry Arend (President of the Board), Karen Lynch (Treasurer) and Michael Woodworth (Secretary) were present for the regular monthly meeting. Also present was Library Director Deborah Chaze. Jennifer MacPherson was present for part of the meeting.

Treasurer’s Report –

1. Mrs. Lynch provided an updated “Budget to Actual to 2006 & Proposed Budget 2007” to the board. A general discussion of budget items, strategies and issues followed a briefing by Fire Chie Jeff Buxton.

Secretary’s Report – none

Librarian’s Report - A written Librarian’s report was provided.

1. Mrs. Chaze noted that a Mr. Toland, from Manchester, had done extensive research on the participation of Newfields soldiers in the Civil War. This volume of work traces sons of Newfields, their age, battles fought and death. It is a valuable addition to the historical collection of the library.
2. Fines/lost books from a patron have been paid and a donation has been made to purchase new books.
3. New Furnishings, computers and software have been placed in the Reading room through the good work of “Friends of the Library”. Mrs. MacPherson and trustees discussed cost related to maintenance and servicing of new computers.

New Business: none

Old Business:

Fire Chief Jeff Buxton provided an overview of requirements for fire detection alarm and notification systems for public buildings. He noted that smoke and heat detectors were required for most rooms. The detectors needed to be hard wired. Pull Stations should be located near each exit. Note: a pull station is a fire notification system that notifies the fire department of a fire by the manipulation of a switch located inside a box mounted on the wall. He noted that both audio and sound alarms are required. Also any room with more than 4 inches above the door to the ceiling required a detector. He also recommended a carbon monoxide detector in the basement. He said that three contractors in the area could provide the necessary systems ADT, Burns and TYKO.

The meeting was adjourned at about 8:10 p.m.

Next Meeting: November 28, 2006

Respectfully Submitted:

Michael Woodworth
Secretary/Trustee